



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150

www.state.nv.us/personnel/

MEMO PERD #10/05

March 1, 2005

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: PRELIMINARY PERSONNEL COMMISSION AGENDA

The items listed below are tentatively scheduled for the Personnel Commission meeting on March 25, 2005, beginning at 9:00 a.m. This meeting will be held at the University of Nevada, Las Vegas, Lied Library Building, 2nd floor, Room 2281, 4505 Maryland Parkway, Las Vegas. A video conference link will be available at Western Nevada Community College, Reynold's Building, Room 102, 2201 W. College Parkway, Carson City.

NOTE: Agenda items may be heard in a different order than listed, at the discretion of the Chair.

- I. Call To Order - 9:00 A.M.
- II. *Adoption of Agenda
- III. *Minutes of Previous Meeting
- IV. *Proposed Regulation Changes to Nevada Administrative Code, Chapter 284
 - Sec. 1 NEW "Lack of promotional candidates" defined
 - Sec. 2 NAC 284.063 "Entry level" defined
 - Sec. 3 NAC 284.069 "Journey level" defined
 - Sec. 4 NAC 284.374 Active Lists: Removal and reactivation of names; refusal to consider certain persons
 - Sec. 5 NAC 284.718 Confidential records

V *Approval of Proposed Class Specifications

- A. Chief, Environmental Programs
- B. Quality Control Specialist series

VI *Approval of Occupational Group Study Revised Class Specifications

A. Engineering & Allied occupational group

- 1. Subgroup: Engineering
 - a. Supervisor, Associate Engineer series

B. Fiscal Management & Staff Services occupational group

- 1 Subgroup: Revenue Collections & Management
 - a. Revenue Officer series
- 2. Subgroup: Actuarial/Research/Grants Analysis
 - a. Insurance/Loss Prevention Specialist
 - b. Statistician series
 - c. Transportation Technician series
 - d. Maintenance Management Coordinator series
- 3. Subgroup: Electronic Data Processing
 - a. Computer Information Systems Trainee
- 4. Obsolete Classes to be Abolished
 - a. Area Supervisor
 - b. Field Representative
 - c. Field Representative Trainee
 - d. Industrial Organizational Psychologist
 - e. Investment Analyst
 - f. Prison Industries Manager

C. Regulatory & Public Safety occupational group

- 1. Subgroup: Police & Law Enforcement, Highway Patrol/Commercial Enforcement
 - a. DPS Colonel
DPS Lt. Colonel
 - b. DPS Major

- c. DPS Captain
- d. DPS Lieutenant
- e. DPS Sergeant
- DPS Officer series

VI. *Approval of Occupational Group Study Revised Class Specifications (cont'd)

C. Regulatory/Public Safety occupational group study (cont'd)

- 2. Obsolete Classes to be Abolished
 - a. Adult Parole & Probation Unit Manager
 - b. Assistant State Fire Marshal
 - c. Chief, Capitol Police
Capitol Police Sergeant
Capitol Police Officer II
Capitol Police Officer I
 - d. Chief, Investigations Division
 - e. Chief, Public Safety Training
 - f. Deputy Chief, Investigations Division
 - g. Deputy Chief, Parole & Probation
 - h. Hwy Patrol Pilot
 - i. Hwy Patrol Trooper I
 - j. Parole & Probation District Administrator III
Parole & Probation District Administrator II
Parole & Probation District Administrator I
 - k. Parole & Probation Officer II
Parole & Probation Officer I
 - l. Parole & Probation Operations Supervisor

VII. *Individual Classification Appeals

- A. Bruce McDonald, Administrative Assistant III
Community College of Southern Nevada
- B. Josefina Wells, Administrative Assistant III
Community College of Southern Nevada
- C. (6) Compliance Enforcement Investigator III's
John Arana, Warren Bailey, Scott Balder, David Evans, Mark Medina, and John Nelson
Secretary of State
- E. Jackie Reese, Chief Investigator Compliance Enforcement
Secretary of State
- D. Francis Arenas, Chief, Enforcement/Registration
Secretary of State

VIII. Special Reports

IX. Comments by the General Public

X. Select Date for Next Meeting

XI. *Adjournment

*Indicates agenda items that will be voted on by the Personnel Commission.

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0119.

We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 no less than five working days prior to the meeting.